

TEXARKANA POLICE DEPARTMENT
ORGANIZATION AND STRUCTURE

SERVICES DIVISION



Captain Glenn Greenwell has commanded the Administrative Services Division since 1999. The Services Division provides a wide range of administrative, technical, and logistical support to the other components of the Texarkana Police Department.

The Services Division contains a number of highly skilled officers and civilian staff with advanced training and specialized technical training. Acting under the direction of the Services Division Commander, the Division is specifically staffed with one lieutenant, one sergeant, four police officers, and six civilian support personnel. How we get the job done is as important as getting the job done. Those assigned to this Division operate with a continued commitment to operational excellence, recognizing the vital nature of logistical and technical support necessary to support the operational objectives of the other divisions that comprise the Agency. By way of the logistical and technical support function, the Services Division provides the Uniform Patrol Division and the Criminal Investigation Division with the resources needed to complete their mission. To put it simply, those within the Services Division adopt methods that maximize output with minimal staff!



Lieutenant Todd Harness is the Services Division Assistant Commander and reports to the Division Commander. While his overall objective includes providing supervision, direction, and accountability to the personnel assigned to the division, some of his additional responsibilities include the following: investigating operational and administrative problems and complaints and recommending possible solutions; conducting research on administrative and technical matters related to police department operations; conducting internal affairs investigations as required; administering an assortment of state and federal grants that supplement police operations; facilitating the development, revision, and implementation of department policies and procedures; developing plans and recommendations to meet immediate and long-term police department goals and objectives; and stands as a department liaison with other governmental, educational, corporate and law enforcement entities.



Sergeant Nick Elrod is the department's Personnel and Training Sergeant and reports to the Services Division Assistant Commander. Sergeant Elrod's primary duties are centered on planning, coordinating and implementing training and personnel matters directly affecting all members of the police department. Some of Sergeant Elrod's additional duties include the following functions: maintaining accurate records, updating the department's training database, and ensuring all members of the police department remain in compliance with the Arkansas Commission of Law Enforcement Standards and Training; serving as a liaison and providing administrative staff support for the Civil Service Commission; supervising and reviewing all background

investigations associated with potential commissioned and non-commissioned department employees; maintaining the police department's armory; acquiring the necessary ammunition and related firearms supplies while maintaining an accurate inventory of all firearms assigned to police department personnel; and supervising the Texarkana Arkansas Police Department Honor Guard.



The **Computer Services Section** is staffed by Corporal David Stiles and Mr. Kris Bocox. This section administers the Agency's computer network, police car mobile data systems, and crime analysis. This section is critical to the operation of the Agency's many computer systems, and we are especially proud of our website which enables valuable information to be passed along to the community. Our website updates frequently.



The logistical and operational aspect of the **Texarkana Police Honor Guard** is managed by the Services Division and directly supervised by Sergeant Chris Rankin. The Honor Guard is comprised of commissioned police officers from within the ranks of the police department. The Honor Guard consists of consisting of three parties: the firing party; the color guard party; and the casket party. In an effort to foster the Department's philosophy, the Honor Guard provides services other law enforcement organizations, the military, and civilians as well. In accordance with Agency protocol, the Honor Guard performs ceremonious details at the funerals of fallen officers who were killed in the line of duty, Memorial Day celebrations, and graduation ceremonies at the Arkansas Law Enforcement Training Academy. We are especially proud of the officers assigned to this unit and the service they provide to the families who have lost a loved one.



Officer Kristi Mitchell is currently assigned as the **Public Information/Education Officer**. Officer Mitchell is responsible for coordinating media requests for local, radio, television, and newspapers. This assignment also manages, facilitates, and coordinates crime prevention events within our community. The Agency remains very active in the community, and our community outreach projects include the annual PRIDE Academy, Shop with a Cop, Cops & Kids, and the Torch Run just to name a few.

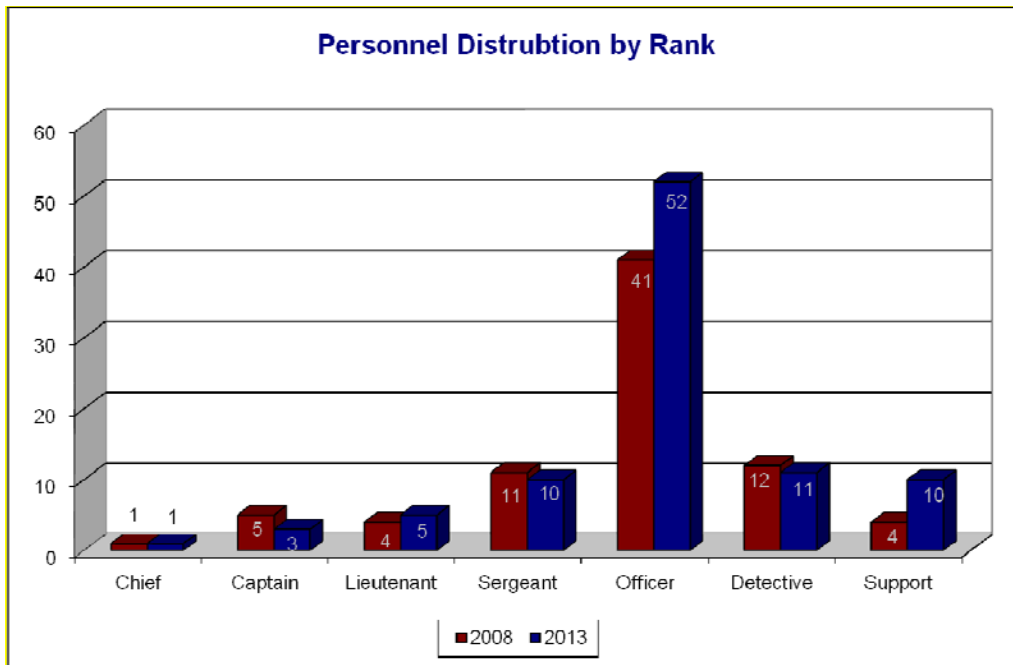


Corporal Kittiele Potts is currently assigned as the **Personnel Officer** within the Services Division. **Corporal Potts'** duties include recruiting candidates for the position of police officer, coordinating selection process for police officer candidates, and completing background investigations. Corporal Potts frequently works in conjunction with the Texarkana, Arkansas Civil Service Commission as well as the Arkansas Commission of Law enforcement Training and Standards. The Training Section handles in-service training for all officers and civilian staff.

Shop With a Cop



PRIDE Academy



The Texarkana Police Department proudly supports our military, military reserve, and National Guard components that comprise our nation's defense.

RECRUITMENT/RETENTION OF OFFICERS

Recruiting police officers has become a national issue, as several major metropolitan have classified police officer recruitment as a "crisis". It appears that fewer young people are interested in law enforcement as a career. We and our sister city are experiencing significant barriers to recruiting qualified applicants, a phenomenon that has created a staffing shortage throughout the law enforcement career field. It seems police officer candidates have become a commodity which is in short supply. In 2012, four new police officers were hired. The competition between police departments for the same candidates has swelled to such a level that many law enforcement agencies have begun implementing substantial benefits to lure the new applicants.

The norm is hiring professional recruiting and advertising companies to assist in the search for applicants. This year our department implemented televised billboards, the internet, and cable television as recruiting tools.

One of our agency's greatest recruiting tools is the leadership and reputation of the agency. The image of the department is a critical recruiting element, as it solidifies the department's commitment to recruit applicants who meet our high standards of education, physical fitness, moral character, and personal financial responsibility. It is our goal to hire a professional work force made-up of officers who not only reflect the demographics of the public for which we serve, but officers who support the department's professional image and philosophy.



The following charts contain the racial and ethnic breakdown of police department commissioned personnel:

Commissioned Officer Breakdown		
Race and Sex	Combined Officers	Percentage
White Males	72	86.75%
White Females	5	6.03%
Black Males	2	2.41%
Black Females	1	1.20%
Hispanic Males	1	1.20%
Hispanic Females	2	2.41%
Total	83	100.00%

Commissioned Officers by Division Assignment					
Race and Sex	Patrol	CID	Services	Total	Percentage
White Males	50	16	6	72	86.75%
White Females	2	1	2	5	6.03%
Black Males	1	1		2	2.41%
Black Females	1			1	1.20%
Hispanic Males		1		1	1.20%
Hispanic Females	2			2	2.41%
Totals	56	19	8	83	100.00%
	67.47%	22.90%	9.63%		

The following charts contain the racial and ethnic breakdown of police department non-commissioned, civilian personnel:

Non-Commissioned Civilian Employee Breakdown		
Race and Sex	Combined Employees	Percentage
White Males	3	27.27%
White Females	5	45.46%
Black Males		
Black Females	3	27.27%
Hispanic Males		
Hispanic Females		
Total	11	100.00%

The following chart contains the racial and ethnic breakdown of Central Records and Communications civilian personnel:

Central Records and Communications Employees		
Race and Sex	Combined Employees	Percentage
White Males	4	9.09%
White Females	34	77.27%
Black Males		
Black Females	5	11.36%
Hispanic Males		
Hispanic Females		
Asian Females	1	2.28%
Total		100.00%

TRAINING



Training is a critical component of maintaining a professional and effective police department, and is a priority with our agency. The agency strives to remain intimately aware of law enforcement trends and issues unique to our community that continually work to steer the direction, development, and execution of our training program. The department's training program provides its officers with the tools necessary to respond proactively to law

enforcement issues within our community. The department's curriculum includes a wide array of topics and skills that range from the basic police academy to highly technical areas of expertise such as forensic analysis. Officers assigned to specialized positions, such as SWAT, undergo continuous and frequent operational training enabling the officers assigned to this unit to maintain their skills, expertise, and high levels of competency. Our training program is enhanced through a partnership with the University of Arkansas system's Criminal Justice Institute which stands ready to provide free, professional training opportunities to officers of our department.



POLICE DOCKET COORDINATOR

The District Court Docket Coordinator is responsible for data entry and clerical duties. Many of these duties and responsibilities specifically include data entry tasks relating to arrest and citations, preparation of dockets for district court, and the disposition of district court cases. The Docket Coordinator also facilitates the process that ensures jail inmates are present for district court, assists the public and other law enforcement agencies with inquiries concerning warrants or court dispositions, monitors the jail population count, ensures the agency does not exceed its allotment of inmates in the jail, and coordinates jail inmate medical requests which are essential for the proper medical care of those who are confined within our jail.

ADMINISTRATIVE SUPPORT TECHNICIAN

The Administrative Support Technician is responsible for the agency's financial activities and records. This technician ensures that accurate financial records are recorded and maintained, assists in the preparation of the agency's yearly budget, and assists the department's administration with executing the department's budget in an appropriate manner. In addition, the technician maintains payroll documentation for the agency and screens bills and invoices for validity prior to payment. The technician also prepares requisitions and other financial documents that ensure the agency's financial needs are met, and the technician frequently prepares billing for the housing of U.S. Marshal Service, Bureau of Prisons, and Immigration and Naturalization Service inmates. The technician also handles the purchasing, storage, and issuance of clothing and equipment for the agency.

AIRPORT POLICE

The Texarkana, Arkansas Police Department provides full time police services to the Texarkana Regional Airport. The airport police unit consists of three retired TAPD officers who are employed by the department through a contract with the Transportation Security Administration (TSA). This unit is supervised and reports to the Services Division Commander and/or his designee.

POLICE DEPARTMENT GRANTS

2014 JAG Grant: Expires 09/30/2018

In conjunction with Miller County, the Department was awarded the 2014 JAG Grant. The total funding associated with this grant—which is administered through the Department of Justice—is \$29,828. Because the Department of Justice requires the City to split the grant with Miller County, the City received \$19,984. The Department intends to purchase ten (10) mobile-ready lap top computers with the awarded funds.

2014 Arkansas State Police Special Asset Forfeiture Fund Grant: Expires 5/31/2015

Under the agreements of this grant, the police department received \$18,144.90 which is earmarked for the purchase of three (3) Mobile Vision camera systems. These camera systems are essential for effective police operations, as the camera systems will enable the police department to record, save, manage and archive video/audio files having critical evidentiary value.

2013 DOJ Bulletproof Vest Grant: Expires 08/31/2015

This grant pays one half of purchase cost of bullet proof body armor for police officers. National Institute of Justice Standards (BJA/NIJ) recommends that body armor be replaced every five years and the agency provides body armor for every officer and replaces it according to NIJ replacement recommendations. This year's grant will cover half of the cost of approximately 12 vests for a total of \$4,254.88.

2014-2015 DWI Traffic Enforcement Grant: Expires 09/30/15



This grant program, which started in 1991, pays overtime for DWI, speed, and occupant protection enforcement. The Federal amount is \$53,000. We have an in-kind local match of \$53,000 from the regular police budget. Local match (in-kind) uses a salary off-set from one of the patrol officers assigned to the Special Operations Traffic Section, a portion of the DWI / STEP Sergeant's salary and a portion of the Department's vehicle maintenance cost utilizing a calculation based upon mileage.

2014-2015 STOP Violence Against Women Act Grant: Expires 09/30/15

The STOP grant pays the full salary of a police investigator to investigate all cases involving violent crimes committed against women while the VOCA grant pays the salary of a civilian domestic violence case coordinator. The state amount is \$87,814.09, and the local in-kind match is \$28,068.93.

2014-2015 Texarkana Housing Authority (THA) General Fund Officer Positions:

Expires 11/31/15

The Texarkana Housing Authority's (THA) share is \$130,000.00, which covers the costs associated with the salaries and fringe benefits for two police officer positions. The two police officers who are assigned to THA are primarily responsible for police services within the Texarkana Housing Authority property. All compensation to the City will be made on a cost reimbursement basis.

